

**STATEWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>**

**TITLE 32 EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT**

NATIONAL GUARD MEMBERSHIP IS REQUIRED: This is an excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be **required to wear the military uniform.**

ANNOUNCEMENT NUMBER: 18-290T OPENING DATE: 18 Jun 2018 CLOSING DATE: 3 Jul 2018

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

Education Services Officer, GS-1740-11, E-5/SGT - E-7/SFC, D2008000, MPCN:1320-006

APPOINTMENT FACTORS: OFFICER ☐ WARRANT OFFICER ☐ ENLISTED ☒

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$63,192.00-\$82,152 PA

SUPERVISORY ☐ MANAGERIAL ☐

NON-SUPERVISORY/NON-MANAGERIAL ☒

LOCATION OF POSITION:

G-1, Phoenix, AZ

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted.

AREA OF CONSIDERATION: This position is in the Federal/Excepted Civil Service and is **open to current members in the Arizona Army National Guard.** Individual selected will receive a Indefinite Appointment and may be converted to permanent based on funding availability/no longer encumbered. acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results.

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application documents must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants MUST submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612.

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Army National Guard, G-1 and be able to qualify for the following AFSC/MOS: 42A

- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Military Uniform must be worn.
- Applicants must maintain membership and employment in the National Guard in the military grade listed in this announcement.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

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| Relocation Incentive may be offered: | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |
| PCS may be offered: | YES <input type="checkbox"/> | NO <input checked="" type="checkbox"/> |

NOTES:

NOTE: This position is subject to rotating shifts, night shifts, and weekends/holidays.

NOTE: If applicant possess the rank of E-7/SFC and not 42A qualified, applicant must provide a memo willing to voluntarily demote to apply.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of, and skill in applying a wide range of military personnel human resource management concepts, practices, laws, regulations, policies and precedents; a wide range of military personnel concepts, practices, regulations, etc. within the Education and Incentives field; a full range of US laws, regulations, principles and practices sufficient to provide state level comprehensive military personnel management advisory and other technical services to organizational functions.
2. Knowledge of training and development principles, theories and methods.
3. Ability to interact with all levels of management and as a strategic partner in the delivery of human resource services requiring a broad approach and a careful analysis.
4. Analytical and diagnostic techniques and qualitative and quantitative techniques sufficient to identify, evaluate, and recommend to management appropriate HR interventions to resolve complex interrelated HR problems and issues.
5. Skill in coordinating constantly changing program/project requirements in order to minimize disruptions.
6. Written and oral communication techniques sufficient to develop and deliver briefings, project papers, status/staff reports, and correspondence to managers to foster understanding and acceptance of findings and recommendations.

SPECIALIZED EXPERIENCE: Must have 36 months experience in development, management and administration of an educational or a personnel (human resources) program designed to provide individual career-related or self development assistance and planning requirements for the Army National Guard military personnel.

BRIEF JOB DESCRIPTION: This position is located at the G-1, Phoenix, Arizona. The purpose of this position is to supervise two or more of the following programs: education, incentives, testing, and guidance. The position serves as the principal advisor and consultant within the State and has primary responsibility for the development, management, and administration of the aforementioned programs through budget management, personnel supervision, program management, policy development, and advisory services. Supervisory tasks constitute less than 25% of the incumbent's duties.

SELECTING OFFICIAL: CPT Morehouse
